

WORKFORCE ADMINISTRATION
Workforce Innovation and Opportunity Act Title I-B
Policy Broadcast
PB # 17-015
Basic Skill Assessment for the Objective Assessment
Effective Immediately

This Policy Broadcast is to inform all Local Workforce Development Area (LWDA) staff and interested parties of a revision to the WIOA Title I-B Youth program policy.

BASIC SKILLS ASSESSMENT

LWDAs are not required to use tests approved by the National Reporting System (NRS), nor are they required to determine the youth's grade level or Educational Functioning Level (EFL) when determining basic skills for the objective assessment in the WIOA Title I-B Youth program, as described in Training and Employment Guidance Letter (TEGL) 21-16: *Third Workforce Innovation and Opportunity Title I Youth Formula Program Guidance*. LWDAs are not prohibited from using these tools. LWDAs may use the following methods to measure basic skills for the objective assessment:

- A. Other formalized testing instruments designed to measure skill-related gains. The formal testing must be:
 - 1. Valid and reliable;
 - 2. Appropriate for the target audience;
 - 3. Fair;
 - 4. Cost effective;
 - 5. Well-matched to the test administrator's qualifications; and
 - 6. Easy to administer and interpret results.
- B. Less formal alternative assessment techniques such as observation, folder reviews, or interviews may be used for individuals with disabilities who have accessibility issues related to formalized instruments, as described in TEGL 21-16.
- C. LWDAs may use previous basic skills assessment results if such previous assessments have been conducted in the past six months.

Information in this policy broadcast does not apply to determining of the Educational Functioning Level for the Measurable Skill Gain Performance Accountability measure.

This information will be incorporated into the next revision of the WIOA Policy Manual. All requests for clarification should be sent via e-mail by your policy designee to: WIOAQandA @azdes.gov.